

**CONFEDERATED SALISH AND KOOTENAI TRIBES
OF THE FLATHEAD NATION
PO BOX 278
PABLO MT 59855
(406) 675-2700
PERSONNEL OFFICE FAX: (406) 675-2711
WEBSITE ADDRESS: cskt.org
E-mail: joanc@cskt.org**

******VACANCY ANNOUNCEMENT******

TITLE: WIC Registered Dietician – Contract Position

LOCATION: Tribal Health & Human Services Department
St. Ignatius, MT.

WORK SCHEDULE: Monday – Thursday 7:30 a.m. to 5:00 p.m.
Friday – 8:00 a.m. to 12:00 p.m.

SALARY: Negotiable

CLOSING DATE: Open Until Filled

SPECIAL CONDITIONS:

This is not a Testing Designated Position (TDP) within the definition of the CSKT Drug Testing policy. **The successful applicant, if not already employed by the Tribes must pass a pre-hire drug test. The successful applicant will be required to serve a mandatory six month probationary period.**

DUTIES:

- Plans, develops, implements and evaluates the provision of nutrition services in the Tribal Health and Human Services (THHS) WIC and Diabetes Program. The incumbent will be required to work collaboratively with a variety of health care providers within and outside of the Department. Special emphasis is upon working collaboratively to provide nutrition assessment for WIC and Diabetes clients and develop plans of intervention for WIC and Diabetes clients and develop plans of intervention for WIC and Diabetes clients to meet the nutrition standard.
- Is responsible for providing nutrition assessment, developing a nutrition care plan and providing education to high-risk participants who, at certification or follow-up visits, are determined to require more in-depth nutrition intervention.
- Approves medical formula and supplemental food requests for participants.
- Compiles, completes all necessary monthly reporting as required by Montana State WIC and Diabetes programs. Assists with the development of statistical reports, which will illustrate the effectiveness of nutritional counseling, and the effects of a coordinated intervention.

- Insures that all records are kept in compliance with the Privacy Act and WIC requirements according to HIPPA regulations.
- Must be able to utilize current computer resources for the successful management of resources and reporting purposes.
- Identifies and establishes a working relationship with Montana State WIC nutrition program, Diabetes program and other appropriate nutritional information systems.
- Regularly address and assess on going needs of the program, including supplies, training and technology.
- Coordinate and prepare progress and data reports and ensures their accuracy and timeliness for Montana WIC Program and Diabetes Program and.
- Attend area, regional and state meetings related to WIC program. Attend education and skill building to better serve the population.
- Provide oversight to ensure that the data is collected, managed and transferred accurately, on time and according to WIC and Diabetes program protocols.
- Develop a realistic, measurable work plan for intervention project activities.
- Create and maintain an environment of cooperation and involvement for success among project staff, and the communities.
- Provides consultation to other Health Care Professional staff using accepted principles of communication and supervision, according to professional ethical guidelines.
- Assesses training needs and attempts to obtain necessary training in order to maintain and/or enhance the skills of nutritional counseling of the THHS WIC and Diabetes program department staff.

MINIMUM QUALIFICATIONS (AS REFLECTED ON THE TRIBAL EMPLOYMENT APPLICATION)

- Must possess a Public Health Nutrition Masters or BS in Dietetics with current registration as a dietitian by the Commission on Dietetic Registration of the American Dietetic Association.

DESIRABLE QUALIFICATIONS (AS DETERMINED BY THE INTERVIEW):

- Request a copy of position description for detailed desirable qualifications.

SUBMIT:

1. Completed Tribal employment application.
2. Copy of relevant academic transcript/registration.
3. Proof of enrollment from a federally recognized Tribe if other than CSKT.
4. If claiming veteran's preference, a copy of the DD214 must be submitted.

FAILURE TO SUBMIT ALL OF THE ABOVE INFORMATION WILL RESULT IN IMMEDIATE DISQUALIFICATION DURING THE SCREENING PROCESS

SUBMIT ALL OF THE ABOVE TO: Jan Gardipe, Personnel Office, PO Box 278, Pablo MT 59855, telephone (406) 675-2700 Ext. #1040

FOR MORE INFORMATION: Contact Barbara Plouffe, Tribal Health & Human Services Department @ (406)675-2700 Ext. #5085.

**WIC REGISTERED DIETICIAN/CONTRACT POSITION
TRIBAL HEALTH & HUMAN SERVICES DEPARTMENT
ST. IGNATIUS HEALTH CLINIC**

The successful applicant must possess a Public Health Nutrition Masters or BS in Dietetics with current registration as a dietician by the Commission on Dietetic Registration of the American Dietetic Association. All applicants must submit a Tribal application, copy of relevant academic transcript/registration, proof of enrollment from a federally recognized Tribe if other than CSKT and if claiming veteran's preference, a copy of the DD214 must be submitted. **This position is not a Testing Designated Position (TDP) within the definition of the CSKT Drug Testing policy. The successful applicant, if not already employed by the Tribes must pass a pre-hire drug test and serve a mandatory six (6) month probationary period.** Salary is negotiable and includes benefits. To apply, contact Personnel at (406) 675-2700 Ext. #1040. Tribal applications are also available at cskt.org. This position will be opened until filled.

CSKT IS A TRIBAL MEMBER PREFERENCE EMPLOYER

PLEASE PUBLISH IN CHAR-KOOSTA CLASSIFIED ADS:

1. September 5th of 2013.
2. September 12th of 2013.

PLEASE PUBLISH IN MISSOULIAN CLASSIFIED ADS:

1. September 1st of 2013.
2. September 8th of 2013.

**BILL TO: TRIBAL HEALTH & HUMAN SERVICES DEPARTMENT
P.O. BOX 278
PABLO, MT. 59855**

If you have any questions, feel free to contact Joan Colman @ (406) 675-2700, ext. 1042.FAX (406) 675-2711 or E-Mail: joanc@cskt.org